

**SANDY CITY
APPROVED CLASS SPECIFICATIONS**

I. Position Title: Support Services Manager

Revision Date: 3/06
EEO Function: Utilities
EEO Category: Professional
Status: Exempt
Control No: 30546

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Public Utilities, performs research, analysis and general management of public utilities budgets, purchases, programs, and operations. Supervises Department GIS staff, budgeting staff, Blue Stakes, and front office staff.

III. Essential Duties:

- Assist the Department Director in the planning, development and implementation of department-wide activities and services.
- Hire, train, motivate, evaluate, discipline and direct employees.
- Plan, develop, and implement all support services activities including Budgeting, GIS, Blue Staking, Purchasing, Work Management systems, Inventory and Front Office support.
- Manage Department related budgets and prepare budget proposals to City Budget Committee.
- Manage and oversee Department purchasing activities.
- Attend coordination meetings with other city departments, outside agencies and departments involved in Information Systems and other support related issues.
- Make recommendations and implement plans for the Department GIS, Work Management system, Purchasing, etc.
- Serve as a staff resource to the Public Utilities Advisory Board

IV. Marginal Duties:

- Complete special projects as needed by the Director and other Managers
- Perform other duties as assigned

V. Qualifications:

Requirements: Valid Utah Driver's License.

Education: Bachelors and/or Masters degree in public administration, business administration, accounting or related field.

Experience: Four years related experience. May substitute year for year, up to two years of additional experience for two years of education.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: General and governmental accounting and auditing principles; budgeting; purchasing; general principles of management; research and analysis methods; computer software, including GIS, work management, word processing, spreadsheet and database applications.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools; making decisions which affect the activities of others.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contact with other departments and the public, requiring tact and judgment to avoid friction; requires a well developed sense of strategy and timing; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people; establish effective working relationships with employees and the public.

Tool, Machine, Equipment Operation: Regular use of telephone, copy machine, calculator, computer, and printer.

Analytical Ability: Ability to organize, delegate, and establish meaningful goals; prepare and present highly complex reports in verbal and written form; prioritize tasks; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

VI. Working Conditions:

Generally comfortable working conditions; frequent exposure to stressful situations as a result of recurrent deadlines. Frequent contact with City employees and public. Moderate field work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY _____ DATE _____

PERSONNEL DEPT. APPROVED BY _____ DATE _____